

**SAMPLE**  
**VERIFICATION SCHEDULE AND PROCEDURES**

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>DATE</b>
Name or title of person responsible for activity	1. Prepare necessary verification materials. (See current CNP Verification Manual for examples.)	September
	2. View Non-Response Rate Report on the ADE website. Determine sampling method - Standard Sampling or if qualified, choose from Administrative Relief Methods – Random or Focused.	September
	3. Determine total number of approved Free and Reduced-Price applications.	October 1
	4. Determine number of approved applications from SNAP, CA, FDPIR households.	October 1
	5. Separate error-prone applications (Standard Sampling & Focused Sampling)	October 1
	6. Compute number of applications to be verified: Standard: 3% of total applications (Error-Prone) Random: 3% of total applications Focused: 1/2% (.005) of SNAP, CA, FDPIR applications <i>plus (+)</i> 1% of total applications	October 2
	7. Select applications for verification. Explain the method used to randomly select applications. (Make copies of the selected applications to be kept in verification file.)	October 2

RESPONSIBILITY	ACTIVITY	DATE
	8. Conduct <b>mandatory</b> confirmation review of all applications selected. Determine if initial determination was correct.	October 3
	9. Conduct direct verification on all selected applications. Conduct Case Number Search for SNAP and CA/TANF case number applications selected for verification. Conduct Medical Assistance (MA) search on all income applications selected for verification.	October 5
	10. Send a first notice of verification requesting income documentation to those applicants with an invalid case number or those applicants that could not be directly verified (all remaining applications selected for verification).	October 7
	11. Review income documentation. (Information required to verify applications may include any of the acceptable sources included in the CNP Verification Manual, Appendix C.)	Ongoing
	Indicate results of the verification on the application. Attach documentation to the application.	
	Send Notification of Verification Results ( <a href="https://www.ade.az.gov/health-safety/cnp/nsfp/verification/">https://www.ade.az.gov/health-safety/cnp/nsfp/verification/</a> ) to those applicants determined ineligible. (Benefits terminate 10 days from date of notice or at appeal hearing.)	

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	12. Conduct <b>mandatory follow-up</b> to verification non-respondents (includes: mailing a follow up notice, a phone call, e-mail, or personal contact). Must maintain documentation of follow-up attempt(s).	October 15
	13. Collect enrollment data for all sites including: total enrollment; number of students reported as free eligible broken down by those that are not subject to verification, those on a case number application, and those on an income/household size application; and number of students reported as reduced-price eligible.	October 31
	14. Send <i>notice of termination of benefits</i> ( <a href="https://www.ade.az.gov/health-safety/cnp/nsfp/verification/">https://www.ade.az.gov/health-safety/cnp/nsfp/verification/</a> ) to non-respondents of follow-up notice. (Benefits terminate 10 days from date of notice or at appeal hearing.)	November 3
	15. Terminate benefits for non-respondents.	November 13
	16. Begin To Prepare verification report (Part 1) online at CNP Verification.	November 15
	17. Collect information on students terminated as a result of verification, but who were reinstated as of February 15 <sup>th</sup> .	February 15
	18. Complete Verification Report (Part II) with reinstatement data.	February 20
	19. The last day to complete Verification Report online at CNP Verification.	March 1